

# BOARD OF SUPERVISORS

## Brown County

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

### "PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF NOVEMBER 9-13, 2009.**

#### MONDAY, NOVEMBER 9, 2009

* 9:00 a.m.	Board of Supervisors	Legislative Room 203 100 N. Jefferson Street
* 4:30 p.m.	Board of Adjustment	Rm 391—Northern Bldg. 305 E. Walnut Street

#### TUESDAY, NOVEMBER 10, 2009

* 10:00 a.m.	Local Emergency Planning Committee	3030 Curry Lane
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#### WEDNESDAY, NOVEMBER 11, 2009

* 3:00 p.m.	Lower Fox River & Green Bay Shoreline Waterfront Redevelopment Steering Committee	National Railroad Museum 2285 S. Broadway
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#### THURSDAY, NOVEMBER 12, 2009

* 9:00 a.m.	Fire Investigation Task Force Board of Directors	Allouez Fire Department 135 Dauphin Street
* 5:15 p.m.	Human Services Board	Community Treatment Ctr. 3150 Gershwin Drive
* 5:15 p.m.	Facility Master Plan Subcommittee	Room 201—Northern Bldg. 305 E. Walnut Street

#### FRIDAY, NOVEMBER 13, 2009 (No Meetings)

#### **\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



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PHONE (920) 448-4013 FAX (920) 448-6221  
E-mail BrownCountyCountyBoard@co.brown.wi.us.

**GUY ZIMA, CHAIR**  
**MARY SCRAY, VICE CHAIR**

### PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Monday, November 9, 2009, at 9:00 a.m.,** in the Legislative Room, 100 North Jefferson St., Green Bay, Wisconsin.

#### **\*\*PLEASE BRING BUDGET BOOK\*\***

The following matters will be considered:

Call to order.  
Invocation.  
Pledge of Allegiance to the Flag.  
Opening Roll Call.

#### **\*\* PRESENTATION\*\***

\$1000 Grant / Good Government Award  
By Foth & Van Dyke

1. **Adoption of Agenda.**
2. **Approval of minutes of October 21, 2009.**
3. **Announcements of Supervisors.**
4. **Communications: (None)**
  - a) **Late Communications:**
5. **Appointments by County Executive: (None)**
6. **Reports by:**
  - a) County Executive.
  - b) Board Chairman.
7. **Other Reports: (None)**
8. **Veto Session:**
  - a) Ordinance re: To adopt Subsection 3(e) of 2.03 of the Brown County Code Entitled Organization, Policy and Authority of the Brown County Board of Supervisors. (#10q).
9. **Standing Committee Reports:**
  - a) Report of Administration Committee of October 15, 2009 (**non-budget items**).

- b) Report of Education & Recreation Committee of October 27, 2009 **(non-budget items)**.
- c) Report of Executive Committee of November 4, 2009 **(non-budget items)**.
- d) Report of Human Services Committee of October 28, 2009 **(non-budget items)**.
- e) Report of Planning, Development & Transportation Committee of October 26, 2009 **(non-budget items)**.
  - i) Report of Land Conservation Subcommittee of October 26, 2009 **(non-budget items)**.
- f) Report of Public Safety Committee of October 20, 2009 **(non-budget items)**.

**\*\*9:30 a.m. - PUBLIC HEARING ON 2010 BUDGET\*\***

10. **Resolutions, Ordinances:**

Administration and Executive Committee

- a) Ordinance re: To Amend "Schedule A – Records Retention Schedule – Personnel" Appended to Section 3.15 of the Brown County Code. *(Motion at Admin & Executive Cmte: To approve.)*

Administration, Public Safety and Executive Committee

- b) Resolution re: Change in Table of Organization Sheriff's Department (Transfer Accountant position from the Sheriff's Department to the Department of Administration). *(Motion at Admin: To approve. Motion at Public Safety: To approve: Ayes 2; Nays 2: Motion Failed. Motion at Executive Cmte: To adopt.)*

Executive Committee

- c) Resolution re: Change in Table of Organization Department of Administration/ Information Services. *(Motion: To adopt.)*
- d) Resolution re: LRB-1657/2 Regulating Self-Insured Health Plans. *(Motion: To approve.)*
- e) Resolution re: Adopting a Policy Toward Customer Service. *(Motion: Receive and place on file.)*

Executive and Human Services Committee

- f) Resolution re: Change in Table of Organization Human Services Department. *(Motion: To approve: Ayes: 6; Abstain: 1: Motion Passed.)*

11. **Such other matters as authorized by law.**

12. **Bills over \$5,000 for period ending October 31, 2009.**

13. **REVIEW OF 2010 BUDGET & BUDGET RECOMMENDATIONS BY STANDING COMMITTEES:**

- a) Report of Administration Committee of October 15, 2009 **(budget items)**.
- b) Report of Education & Recreation Committee of October 27, 2009 **(budget items)**.
- c) Report of Executive Committee of November 4, 2009 **(budget items)**.
- d) Report of Human Services Committee of October 28, 2009 **(budget items)**.
- e) Report of Planning, Development & Transportation Committee of October 26, 2009 **(budget items)**.
  - i) Report of Land Conservation Subcommittee of October 26, 2009 **(budget items)**.
- f) Report of Public Safety Committee of October 20, 2009 **(budget items)**.

14. **Resolutions, Ordinances:**

Administration and Executive Committee

- a) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Department of Administration.
- b) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Facility & Park Management Department.
- c) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Human Resources Department.

Education & Recreation and Executive Committee

- d) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process - Museum.

Human Services and Executive Committee

- e) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Aging & Disability Resource Center.
- f) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Health Department.
- g) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Human Services Department.

Planning, Development & Transportation and Executive Committee

- h) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Register of Deeds.
- i) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Planning & Land Services.
- j) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – UW-Extension.

Public Safety and Executive Committee

- k) Resolution re: Approving New or Deleted Positions during the 2010 Budget Process – Sheriff's Department.

15. **Final Budget Vote (as amended).**

16. **Closing Roll Call.**

17. **Adjournment to Wednesday, December 16, 2009 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Guy Zima  
Board Chairman

**Attachments**

**Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.**

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## **PUBLIC NOTICE**

Notice is hereby given that a public hearing will be held before the Board of Adjustment created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Private Sewage System Ordinance and the Floodplains Ordinance in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut St., Green Bay, on the 9<sup>th</sup> day of November, 2009, at 4:30 p.m. on an appeal taken by Ben & Beth Dolar denying their request for a residential structure adjacent to a floodplain to have the lowest opening above the Base Flood Elevation (BFE) instead of 2 feet above the BFE which section 23.05(2) requires. This property is located at 1924 Sinclair Drive in the Town of Lawrence, tax parcel L-1386.

An appeal taken by Brian & Kris Barrette denying their request for a residential structure adjacent to a floodplain to have the lowest opening above the Base Flood Elevation (BFE) instead of 2 feet above the BFE which section 23.05(2) requires. This property is located at 1932 Sinclair Drive in the Town of Lawrence, tax parcel L-1387.

Any person wishing to attend who because of disability requires special accommodation should contact the Brown County Zoning Office at 448-6480 by 4:30 p.m. on November 6, 2009, so that arrangements can be made.

Dated this 25<sup>th</sup> day of October & 1<sup>st</sup> day of November, 2009.

Brown County Board of Adjustment  
Allan Duchateau  
Charles Karnopp  
Bill Ullmer  
Richard Huxford-Alternate



*Brown County, Wisconsin*  
**Local Emergency Planning  
Committee**

*"A Plan for Hazardous Materials"*  
3030 Curry Lane  
Green Bay, WI 54311  
(920) 391-7431 FAX (920) 391-7435

**LEPC AGENDA**

**November 10<sup>th</sup> 2009**  
**Brown County EOC**  
**3030 Curry Lane**  
**Green Bay, WI 54311**

**NOTICE OF PUBLIC MEETING:**

The regular meeting of the Brown County Local Emergency Planning Committee will be held on Tuesday, November 10, 2009 10:00 am at 3030 Curry Lane Green Bay, WI 54311. The Agenda is as follows:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Committee Reports
  - a. PIE
  - b. Executive Committee
  - c. Planning Committee
5. Other Reports/Old Business:
  - a. ARES/RACES
  - b. Recent SpillsNew Business:
  - a. Follow Up to Bou-Matic
  - b. Resignation of Pat Gottfredsen
7. Public Comment
8. Such other matters as authorized by law
9. Adjourn

*Brown County, Wisconsin*  
**Local Emergency Planning Committee**  
*"A Plan for Hazardous Materials"*  
3030 Curry Lane  
Green Bay, WI 54311  
Phone: (920)391-7431  
FAX (920) 391-7435

**AGENDA**  
**LOWER FOX RIVER AND GREEN BAY SHORELINE WATERFRONT**  
**REDEVELOPMENT STEERING COMMITTEE MEETING**  
**Brown County Planning Commission**  
**3:00 p.m., Wednesday, November 11, 2009**  
**National Railroad Museum**  
**2285 S. Broadway**  
**Ashwaubenon, Wisconsin**

**Committee Members**

Paul Blindauer		Derek Lord	
Penny Dart		Neil McKloskey	
Cheryl Detrick		Jeff Mirkes	
Kristen Dufresne		Fred Monique	
Dean Haen		Ken Pabich	
Doug Hartman		Charles Pelky	
Carol Karls		Michael Telzrow	
Rick Koffler		Aaron Schuette	
Steve Kubacki		Rob Strong	
Chuck Lamine		Mark Walter	

**ORDER OF BUSINESS**

1. Welcome – Mr. Michael Telzrow – National Railroad Museum Executive Director.
2. Review/action regarding September 30, 2009, meeting minutes.
3. Update on plan efforts to date.
  - a. Land use update.
  - b. Public lands / access inventory.
  - c. Plan document compilation.
  - d. Stakeholder interviews.
4. Fox River PCB remediation presentation – Mr. Scott Stein, Leonard & Finco Public Relations, Inc.
5. Fox-Wisconsin Rivers Heritage Parkway plan presentation – Mr. Eric Fowle, Executive Director, East Central Wisconsin Regional Planning Commission.
6. Set next meeting date and location.
7. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 ON THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
BOARD OF DIRECTORS**

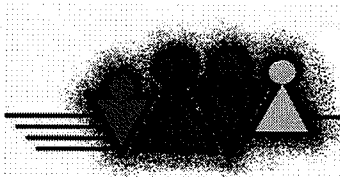
**AGENDA**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, November 12, 2009, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of September 17, 2009.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
  - A. Disposition of case proceedings.
  - B. Status of County agreement with MABAS.
- ITEM #6. New Business.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board  
Brown County Fire Investigation Task Force





## **Human Services Department**

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Brian Shoup, Executive Director  
111 N. Jefferson Street, Green Bay, WI 54301  
Phone: (920) 448-6001, Fax: (920) 448-6126

### **MEETING OF THE HUMAN SERVICES BOARD Thursday, November 12, 2009**

**BROWN COUNTY COMMUNITY TREATMENT CENTER  
3150 GERSHWIN DRIVE, GREEN BAY, WI 54311  
5:15 P.M.**

### **AGENDA**

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 8, 2009 Human Services Board Meeting.
4. Drug Court Presentation.
5. Family Care Update.
6. Community Treatment Center Update.
7. Financial Report.
8. Bellin Hospital Statistical Update.
9. Mental Health Center Statistical Update.
10. Contract Update.
11. Director's Report.
12. Any Other Matters.
13. Adjourn Business Meeting.

#### **Notices:**

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**BOARD OF SUPERVISORS**

*Brown County*



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**FACILITY MASTER PLAN COMMITTEE**

Adam Warpinski, Chair  
Carole Andrews, Vice Chair  
Jack Krueger, Mike Fleck, Pat Wetzel

**FACILITY MASTER PLAN SUBCOMMITTEE**

**Thursday, November 12, 2009**

**5:15 p.m.**

**Room 201, Northern Building  
305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of September 17, 2009.
4. Review and Discuss Space Needs Analysis Surveys – Administration Department.
5. Summary of Survey Responses and Reviews for Division of Administrative Services.
6. PMI Resch Center Capital Improvements.
7. Such Other Matters as Authorized by Law.

Adam Warpinski, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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## NOVEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Vets' Recognition 5:15pm	Executive Cmte 5:30 pm (budget & reg)			
1	2	3	4	5	6	7
	Board of Supervisors 9am		 Veteran's Day	Facility Master Plan SubCmte 5:15pm		
8	9	10	11	12	13	14
		Homeless 3:30pm	Administration Cmte 5:30pm			
15	16	17	18	19	20	21
	Land Con 6pm Plan Develop & Trans 6:30pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm (tentative)	 THANKSGIVING		
22	23	24	25	26	27	28
29	30					



## DECEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
		1	2	3	4	5
	Executive Cmte 6pm	Vets' Recognition 5:15pm				
6	7	8	9	10	11	12
		Homeless 3:30pm	EMS 1:30pm Board of Supervisors 7pm	Facility Master Plan SubCmte 5:15pm		
13	14	15	16	17	18	19
		Administration Cmte 5:30pm	Human Svc Cmte 6pm	Christmas Eve	 MERRY CHRISTMAS!	
20	21	22	23	24	25	26
	Land Con 6pm Plan Develop & Trans 6:30pm	Criminal Justice Coord Bd 3:30pm		New Year's Eve		
27	28	29	30	31		

## **BROWN COUNTY COMMITTEE MINUTES**

- **Aging & Disability Resource Center (October 22, 2009)**
- **Emergency Medical Services (October 21, 2009)**
- **Fire Investigation Task Force Board of Directors (September 17, 2009)**
- **Fire Investigation Task Force General Membership (September 3, 2009)**
- **Neville Public Museum Governing Board (October 26, 2009)**
- **Planning Commission Board of Directors (October 7, 2009)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING****October 22, 2009**

**PRESENT:** Pat Cochran, Warren Skenadore, Patricia Fincer-Stone, Judy Parrish, Bill Clancy, Steve Daniels, Donajane Brasch,

**EXCUSED:** Tom Diedrick, Libbie Miller, Grace Aanonsen, Keith Pamperin

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, Denise Misovec, Steve Maricque

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** Introductions were made by board members and others present.

Secretary Parrish called the meeting to order at 8:35 a.m.

**ADOPTION OF AGENDA:** A motion was made by Sup. Clancy and seconded by Ms. Fincer-Stone to adopt the October 22, 2009 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 24, 2009:** Ms. Fincer-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of September 24, 2009. **MOTION CARRIED.**

**FINANCIAL REPORT:**

**A. APPROVAL OF SEPTEMBER FINANCE REPORT:** Ms Archambault reported that we are on target. She noted that we will have 3 paydays in October, the HSD Contract dollars will be spent, we will be close with postage as we just received a large invoice from the county, and building maintenance is over due to the parking lot project.

Ms. Cochran moved and Mr. Daniels seconded to approve the September, 2009 Financial Report. **MOTION CARRIED.**

**B. APPROVAL OF RESTRICTED FUNDS:** Board Members reviewed the restricted donations of \$200 from Sheppard, Mullin, Richter & Hampton, LLP in memory of Richard Brunette, Sr. for the Home Bound Meal Program.

Ms Cochran moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF POLICY AND PROCEDURE FOR:**

**A COMPLAINT/GRIEVANCE:** Ms. Christianson, ADRC Assistant Director, explained that the level at which we are required to investigate and respond to complaints and grievances has changed in recent years. As a resource center that will be responsible for determining eligibility for Long-Term Care Waiver Programs, we needed to have a clear complaint/grievance process in place. Ms. Christianson noted that to achieve this, we updated our current process. She drew board member's attention to the handouts entitled "Your Rights & the Complaint-Grievance Process", the "Notice of Privacy Practices Regarding Protected Health Information", the "Consumer Bill of Rights and Responsibilities", and the "ADRC of Brown County Complaint and Grievance cheat

sheet" designed to walk staff through the proper steps involved when handling a complaint or grievance.

Ms. Christianson explained that the ADRC has established a 4 Step Complaint/Grievance Process which includes: Step 1: The Internal *Informal* Process; Step 2: The Internal *Formal* Process; Step 3: The External *Formal* Process; and Step 4: A State Fair Hearing Process. She explained the procedures involved in each step and noted that the ADRC has experienced very few complaints/grievances. She added that complaints/grievances are not always looked upon as a negative and most of the time they are resolved informally by the program supervisor. Functional Screen complaints are first overseen by our liaison nurse and would eventually be filed with a Client Rights Specialist following County Complaint/Grievance Procedures.

All complaints will be reviewed by the ADRC Board on a quarterly basis and will be shared with Regional Teams within the state. Ms. Christianson explained that the ADRC of Brown County wants to make sure that our consumers know their rights, the procedures and timelines for complaints and grievances. Our staff provides consumers with the "Consumer Bill of Rights and Responsibilities" information during home visits as well as displaying this information at the ADRC. If a consumer is denied, they are given a second copy of the process. We need to let our consumers know what their responsibilities are by providing them with the right information.

Ms. Christianson requested board approval of the ADRC's Complaint/Grievance Process as presented.

Ms. Finder-Stone moved and Sup. Clancy seconded to approve the ADRC's Complaint/Grievance Process. **MOTION CARRIED.**

**B. HOMEBOUND MEAL DISTRIBUTION IN HOUSING UNITS THAT PROVIDE**

**MEALS:** Ms. Archambault directed board members to the policy for Home Bound Meal eligibility. She explained that we are receiving phone calls from residents living in a facility where a meal program is available. While callers state that they cannot afford these meals, our dilemma is that we do not have the capacity to serve all requests from persons living in these facilities. We need to prioritize delivering meals to individuals who are living in their own homes. We are recommending that the Eligibility for Home Bound Meals Policy include the criteria: "Not residing in a facility where a meal program is already available to the residents i.e. assisted living, independent apartments where meals are available for purchase, etc."

Ms. Archambault requested board approval of the policy as stated.

Sup. Clancy moved and Ms. Cochran seconded to approve the Eligibility for Home Bound Meals Policy.

**RECOMMENDATION REGARDING NEW ADRC LOGO:** Ms. Archambault distributed a copy of the ADRC logo that has been developed by the Bureau. She explained that the state would like to see all ADRCs use this logo to help brand the service and increase ADRC visibility statewide. Ms. Archambault requested board approval to implement the use of the new logo on all agency materials including letterhead.

Ms. Cochran moved and Ms. Brasch seconded to implement the use of the new ADRC of Brown County Logo. **MOTION CARRIED.**

**DISCUSSION OF ADRC AGENDAS, ORIENTATION, AND TRAINING & RECOMMENDATION TO ESTABLISH ADVISORY COMMITTEES:**

Ms. Archambault reported that the training at the ADRC Conference emphasized that the development of ADRCs and their boards needs to result in a "new" agency – not just business as usual with a new name. In Brown County, we have worked very hard to meet this standard; however, there is always room for improvement. It is important that our community understands our role as advocates for those with disabilities as well as with seniors. We also need to see that our board is knowledgeable about the needs of all groups we serve. It was suggested that we take a look at forming two advisory committees – one for seniors and one for adults with disabilities – that would report back to the Board of Directors. Other ideas were to provide orientation and training items at board meetings and hold some meetings at different sites. Ms. Archambault will take a look at these suggestions and bring back some concrete information for the board at a later date.

**Information and Assistance (I&A) UPDATE:** Ms. Christianson reported that we have implemented a new staffing "model" to help meet the growing volume of calls from consumers. In the past staff had 2 days a week in the office on phones and 3 days a week to respond to these calls in the field. Adding Functional Screens - which takes 6-8 hours per screen including required timeframes for completion – has resulted in staff unable to keep up with the workload. It became evident that we needed to look at models around the state to find one that we thought would work for us. We have implemented a call center model where 6 I&A staff will be in the office on phones assessing calls, determining the client's needs, responding when appropriate or sending to I&A "field staff" when the consumer needs are complex and more time-consuming. Field staff will complete functional screens and make home visits when necessary. At the end of two months, staff will rotate so that everyone has had the opportunity to work in these two roles. Ms. Christianson noted that the stress level of staff has been reduced tremendously, client notes are being entered more efficiently, and duties completed in a more timely fashion. This model will be on trial for 4 months. When Family Care arrives we will have to re-evaluate once again. The state has been willing to allow us to try this model and we will be monitoring client satisfaction and collecting essential data through surveys.

Ms. Christianson also reported that ADRC staff from Vermont were here to learn how our ADRC operates. In addition to learning about our agency, they visited Options for Independent Living and Manitowoc's ADRC. Ms. Christianson noted that Vermont has not provided their ADRCs with the state and county resources that we receive. We are very fortunate in Wisconsin to have such strong support.

**DISCUSSION OF POTENTIAL BUILDING REMODELING PROJECT:** Ms. Archambault stated that adding three new staff next year, two Information & Assistance Specialists and one Benefit Specialist Assistant, will require additional office space. We are once again looking at remodeling options. Ms. Archambault distributed remodeling drafts that staff have developed to accommodate our growth. She explained that our current break room would be moved across the hallway to the present computer classroom. Clerical support and the office supply area would be moved to the present break room. This would provide space for four additional offices.

After working with Jeff O'Deans from the County it has been estimated that the cost of this project would be no more than \$60,000. Ms. Archambault distributed the Designated/Undesignated Net Asset Report. She noted that funds for this project would be available either from the Facilities Fund or from the Capital Campaign Fund and requested board approval of this project.

Sup. Clancy moved and Ms. Cochran seconded to proceed with the remodeling project as stated. **MOTION CARRIED.**

**LEGISLATIVE UPDATE:** Mr. Niesing, Disability Benefit Specialist, shared a letter that has been sent to Congressman Kagen, Senator Herbert Kohl and Senator Russell Feingold, asking for their help in securing fair and equitable services for disabled young adults and their families as delivered by the Social Security Administration (SSA). Incarcerated prisoners can apply for various benefits with SSA six months prior to their release from prison ensuring that benefit programs and services will be in place upon their release; however, disabled young adults must wait until the month they attain age 18 to apply for Supplemental Security Income. With SSA taking a minimum of 90-120 days to decide if the applicant is disabled, these young adults may not receive SSI benefits and program services until 3 months or more after these benefits and services are needed. We asked our legislators to take action to work with the SSA to enable young adults to receive the same treatment as incarcerated prisoners. Mr. Niesing noted that a formal letter was also sent to all Disability Benefit Specialists and a number of advocacy boards in the state as well as a sample letter for parents to use.

Ms. FINDER-STONE shared an Action Alert Letter sent to Senator Herbert Kohl by the Coalition of Wisconsin Aging Groups urging him to support improvements in Medicare that are being considered as part of health care reform. The following improvements were highlighted:

- Eliminate the Part D "donut hole" or gap in coverage.
- Increase the asset limits for the Part D Low Income subsidy (LIS) program, and for the Medicare Savings Programs.
- Negotiate drug prices for Part D prescription drug program.
- Both the House and Senate repealed the scheduled 21% cut in Medicare reimbursement to physicians but, in addition, the House updates fees in future years. Please support the House proposal to update fees beyond 2010.
- Support a public option that will compete on a level playing field with private plans as the best way to hold down costs.
- Support the provision for everyone age 18 and over to have some form of advanced directive.
- Suggest provisions in the House proposal for Comprehensive Effectiveness Research (CER).
- Not to include the provision in the Senate proposal to create an independent Medicare Commission whose proposals could take effect automatically if Congress does not act.

**DIRECTOR'S REPORT:** Ms. Archambault reported on the following:

- A public hearing on the ADRC's 2010-2012 Aging Plan and Budget was held on Friday, October 16<sup>th</sup>. Along with Ms. FINDER-STONE, 38 people attended the hearing and we received some very nice comments on transportation and the COP Program.
- The French Government recognized three Oneida veterans for their military service in France during World War II about 65 years after the men returned from overseas combat. One of the three to receive the French Legion of Honor, the highest award France can bestow on either a civilian or military member, was Warren Skenadore who is a member of our Board of Directors. Mr. Skenadore served as a medic in the 82<sup>nd</sup> Airborne Division for three years, half of which he spent in combat in France, Belgium and Germany. Ms. Archambault and the Board extended their congratulations to Mr. Skenadore.



- N. E. W. Curative has changed the name of their building to the Dr. William Nystrom Center.
- One of our Co-Coordinators with our Home Bound Meal Program will be leaving our agency and we are currently moving forward with the recruitment process for that position.

**GREATIER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES:**  
Ms. Archambault distributed a summation sheet of the Executive Committee's completion of the dissolution of the Bay Area Agency on Aging for board perusal.

**ANNOUNCEMENTS:**

- Mr. Maricque announced that Jennifer Nelson has the opportunity to become an Executive Director with the Literacy Council and will be leaving the Red Cross Transportation Program. The Red Cross will be directing their focus on being responsive to clients who call in and on backup to their drivers. Mr. Maricque noted how proud they are of the work Ms. Nelson has done for the Red Cross and they wish her the best of luck.
- Mr. Maricque extended an invitation to an open house the American Red Cross Transportation Department will be hosting this evening from 5:30 p.m. to 7:30 p.m. at 21 Bader Street. The open house will focus on the Transportation Department and their accomplishments.

**NEXT MEETING DATE – DECEMBER 10, 2009:** The next ADRC Board of Director's Meeting will be held on Thursday, December 10, 2009 at 8:30 a.m. at the ADRC.

**ADJOURN:** Mr. Skenadore moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Ariene Westphal, Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
EMERGENCY MEDICAL SERVICES COUNCIL**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Emergency Medical Services Council** was held on Wednesday, October 21, 2009, at the Village of Ashwaubenon Board Room – 2155 Holmgren Way, Green Bay, WI.

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**Present:**           **Voting Members:** Carole Andrews, Dan Gunn, Robert Kiser, Cal Lintz, Larry Ullmer, Kris VerVaeren, Mark Wallace.  
**Excused:**           Tom Madigan.

**Present:**           **Non-Voting Members:** Paul Casey, Ken Johnson, Jim Nickel, Cullen Peltier, Dawn Wolfcale.

**Excused:**           Jennifer Gerdmann, Al Klimek, Joy Nevelle, Tom Pannke, Bonnie Parrot, Eric Peterson, Chris Sorrells, Steve Stroman.

**Also Present:**   Corey Bereza, and Other Interested Parties.

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1.   **Call Meeting to Order:**

The meeting was called to order by Chair Kris VerVaeren at 1:31 p.m.

2.   **Approve/Modify Agenda:**

**Motion made by Carole Andrews and seconded by Bob Kiser to approve. MOTION APPROVED UNANIMOUSLY.**

3.   **Approve/Modify Minutes of August 19, 2009:**

**Motion made by Carole Andrews and seconded by Larry Ullmer to approve. MOTION APPROVED UNANIMOUSLY.**

4.   **MCI Plan Modification/Approval:**

Cullen Peltier, Emergency Management Director, stated that modifications were sent to everyone on the EMS Council. He said there have been a couple of changes since then.

Mr. Peltier stated that the Operational Communication Plan has been added (copy attached). In addition, at the MABAS (Mutual Aid Box Alarm System) meeting this morning, he indicated that there was conversation regarding the additional units that are not part of the MABAS 112 Division. He said the suggested route from that group was that if private agencies are part of the mass casualty plan, as is County Rescue, and not part of MABAS, those private agencies must have individual agreements with each agency represented. There are several such agencies; so the plan is to wait for the others to become part of MABAS. He stated that eventually it is anticipated that the entire Northeast Region will be part of MABAS, and all these issues will be resolved; however, there will still need to be agreements in place between Gold Cross and the agencies Gold Cross will respond to within the Plan. Mr. Peltier said he is "still looking for approval and then with the assumption that we are working on getting that proper paperwork in place for these additional agencies."

Mr. Peltier addressed another issue that arose today: The box cards currently being used are not the same as this Plan. The consensus today was that "we should go with this

Plan...because those box cards are going to mirror this Plan in January-February timeframe when they're redoing all of their box cards."

Cullen Peltier thanked Captain Bob Conrad of the Green Bay Fire Department for his efforts in producing this MCI Plan.

**Motion made by Dan Gunn and seconded by Carole Andrews to adopt the Brown County MCI Plan. MOTION APPROVED UNANIMOUSLY.**

5. **H1N1 Concern:**

Chair VerVaeren expressed concern that he has not been able to get the vaccine from the Brown County Health Department. Mark Wallace said he received both the "injectable" and the "intranasal" from Prevea. Ken Johnson, Medical Director, added that Prevea has signed all of the paperwork; and both have been released. After some discussion, Dr. Johnson stated that the "intranasal" is more available; however, there are some limitations with using this, the biggest of which is the age limitation.

Dr. Johnson explained that with this vaccine there is additional paperwork; because last year, during the flu scare, the vaccine was not released in the proper phases. Phase I is emergency medical personnel. When asked by Paul Casey, Dr. Johnson said an agency can give the vaccine to another agency if it can be documented that the vaccine is given within the appropriate phase allotment. Dr. Casey said he might have some extra that he could release.

Dr. Johnson and Dr. Casey offered to help Chair VerVaeren if he is unable to obtain the vaccine; Dr. Johnson indicated that unless personnel receive the vaccine soon, he is not certain how much protection it will provide. Dr. Casey said some of his employees received the TAMIFLU vaccine in the interim. Chair VerVaeren said he would need 47 doses; Mr. Gunn – 180; and Mr. Ullmer – 150.

Dr. Johnson said the State has released protocols for EMS personnel to administer influenza vaccines. He said at the Training and Standards meeting, discussion took place regarding putting these standards in for future needs. Dr. Johnson stated that if the EMS Council members were interested, he would put in those protocols. The general consensus was that this would be helpful; and Chair VerVaeren pointed out that this would require an amended operational plan. Dr. Johnson said there is a link on the State website with more information.

Chair VerVaeren asked if there was a need to invoke the ProQA card. Dr. Johnson said no. He continued by saying that while emergency departments are being inundated, he has not heard the same of the ambulance services. He continued by saying it is not the ambulance traffic that has increased dramatically; but, instead, it is the walk-in traffic in emergency departments.

Dr. Johnson reminded the members that N95 masks can be re-used if a regular mask or a plastic shield is worn over it; if the N95 mask is kept in a paper bag in between calls; and as long as it is not saturated or visibly soiled.

6. **Medical Director's Report:**

Dr. Johnson distributed a sample letter to EMS Council members concerning hospital destinations (copy attached). He said the hospital destination protocols indicate that the patient should be transported to the hospital in the EMS service area; it does not give the patient or the patient's family the option to transport outside the area. He requested a list of names and addresses of members in order to send this letter.

Dr. Johnson said he submitted the RSI and STEMI profiles to the State. The State had two minor changes, and Dr. Johnson will forward these profiles to the agencies.

Dr. Johnson stated that he attended the Sheriff's meeting to discuss perpetrator examinations, and he will be working with Green Bay Police Department to learn the procedures of other communities. He did learn that it is in the State Penal Code and agrees that any body cavity searches must be performed by medical personnel; so those will still be brought to the emergency room to request an exam. Dr. Johnson did not think that is a large number, so there would not be enough volume to have this done contractually.

7. **Training and Standards Work Group:**

Dr. Johnson said Training and Standards met this week; it was decided that future meetings would be at noon on the same day as EMS Council meeting.

Dr. Johnson said the group reviewed the run sheet (see attachment); he indicated that one question that arose concerned whether or not the radio reporting format needed to be changed in the protocol (also attached). Dr. Johnson said he did not think this would be necessary. Dr. Casey asked if this could be limited to pertinent positives. After some discussion, Dr. Johnson said he thought it would be reasonable to make some changes: (1) have it say the following pertinent positives should be reported on ALS calls; (2) rearrange some items; (3) show physical exam without specifying; and (4) make sure that IV, Immobilization, etc. are in the same order as on the new sheet. He continued by saying this form offers a suggested structure and a good two-way communication. Dr. Casey indicated that oftentimes there is too much information being offered. Dr. Johnson will distribute the form and work on revisions to the protocols.

Dr. Johnson said the group was asked to review the KING LT as an alternate airway; this led to questions concerning the ways airways were being performed in the county in general. It was decided that when the December chart review was done (12-16-2009) Dr. Johnson will make a presentation concerning recommendations with airways to engender a discussion. He continued by saying, "I think we are going to start trying to QA our airways the first 6 months of 2010, see what our experience in the system is, and then discuss whether or not we need to change our protocols."

Dr. Johnson said as most services migrate onto WARDS (Wisconsin Ambulance Run Data System) standardized CQI (Continuous Quality Improvement) reporting may begin. He requested input from Council members via e-mail concerning information on the reports that would be generated weekly and/or monthly. He said he is hoping to include about 10 elements and the Brown County averages for those 10 elements.

8. **Statewide Committees and Task Force -- Reports:**

Cal Lintz, NWTC EMS Coordinator, reported that Wisconsin Administrative Rule HFS 110 had been approved by the Board and returned to the EMS Section for re-writes; now it goes up to the Rules Writer, and there will be 8 hearings. Mr. Lintz said he anticipates that there will be some revisions.

Dr. Johnson said the penalty fees would be charged, but the per-license charge would not. He continued by saying there was a lot of time spent talking about H1N1. He added that the State will have a protocol concerning the use of Card 36 that should be out in December.

Mr. Lintz suggested that language in the operational plans be reviewed by this Council.

Dr. Johnson said he spoke with the State concerning individuals who did not appear as having licenses. He was told that if the individuals were on the roster before and are not

on the roster now, "they're still good." The State hopes to have the data bases corrected in the next couple of months. Mr. Ullmer said previously if a person took an ACLS class through the college, it was uploaded to the State and automatically processed EMSS. He asked if that was going to continue. Dawn Wolfcale said class rosters were submitted to the State at the completion of the class; however, she has not heard whether or not ACLS was included in that list. Mr. Lintz added that the State claims that the EMS training center piece will not be available for 6-8 months. Mark Wallace suggested that the State e-mail the agencies regarding the status. Mr. Lintz opined that he would not be concerned until April or May, when re-licensure will occur. He said if the paperwork is complete, incorporated into the operational plan, and signed by the EMS Medical Director, that should suffice.

9. **Other Business:**

Jim Nickel, Director of Public Safety Communications for Brown County, reported that it is expected that the Brown County Board of Supervisors will approve the County Communications Plan in November. In preparation for that, user groups have been formed to learn the needs; the intention is to bring in a very stable and strong county-wide, in-building coverage system to meet the public safety requirements. He said it is hoped that all agencies are represented at these needs meetings and that a consultant will be hired to assist with this. He opined that it is a very good opportunity to determine the needs and then allow the industry to determine how the needs will be accomplished.

Mr. Nickel stated that one concern he has is with the use of cell phones; he said during a major event, the cell phone network is usually very busy and may not be available. He continued by saying there is the ability to provide multiple communication talk paths that would be secure. Chair VerVaeren suggested obtaining information from FoxComm. Mr. Ullmer asked if there were any considerations with what surrounding counties are working toward. Mr. Nickel said Brown County would certainly interface with other counties, but he said he would like to learn what is needed internally. When Mr. Nickel asked if med-channels were being used; Dr. Johnson said the med-channels are used rarely—usually when the cell phone would not be available; or an outside agency would be coming in; or communicating with Eagle III. Dr. Johnson said he shared Mr. Nichol's concern regarding the use of cell phones. Mr. Nickel concluded by saying this Council should discuss the requirements of the new system, and said this process is expected to begin soon. Mr. Peltier added that Mark Madigan is Vice Chair of the Fire EMS Radio Advisory Committee, so information could be passed along to him; also, there is a site on E-Sponder set up for posting the minutes of the meetings.

Mr. Lintz asked if there was communication from any Brown County Board Supervisors. Supervisor Carole Andrews said she spoke with Supervisor Steve Fewell; she indicated that although Supervisor Fewell would be interested in being on this Council, he is unable to meet at the time the Council meets. Mr. Lintz stated that his reason for this question is during a recent Paramedics Systems of Wisconsin panel, conversation took place regarding the compensation for medical directors. He asked if this should be pursued. Dr. Johnson said he has considered what the future of the medical director position would look like. He said he thinks there are two issues to be addressed—not just whether or not to fund the medical director position, but whether or not the structure by which this is done should be changed. He said he understands the political intricacies, but wondered if the possibility of a regional EMS directorship with a rotating director should be pursued during the next couple of years. He explained that when reviewing the protocols for all of Wisconsin, the substantive differences in the medical care delivered is less than 2 percent of the content; but there are 20 medical directors spending a huge amount of time writing each one of those. Mr. Lintz said he hoped that this could be worked on with some assertion and completed. Some additional ideas were exchanged regarding this possibility. Mr. Ullmer suggested that this possibility be put on the agenda for Training and Standards.

**Motion made by Cal Lintz and seconded by Larry Ullmer to refer this back to Training and Standards Work Group. MOTION APPROVED UNANIMOUSLY.**

10. **Public Comments and Such Other Matters as Authorized by Law: None.**

11. **Next Meeting – Wednesday, December 16, 2009 – 1:30 p.m.  
Where: Village of Ashwaubenon Board Room**

12. **Adjourn:**

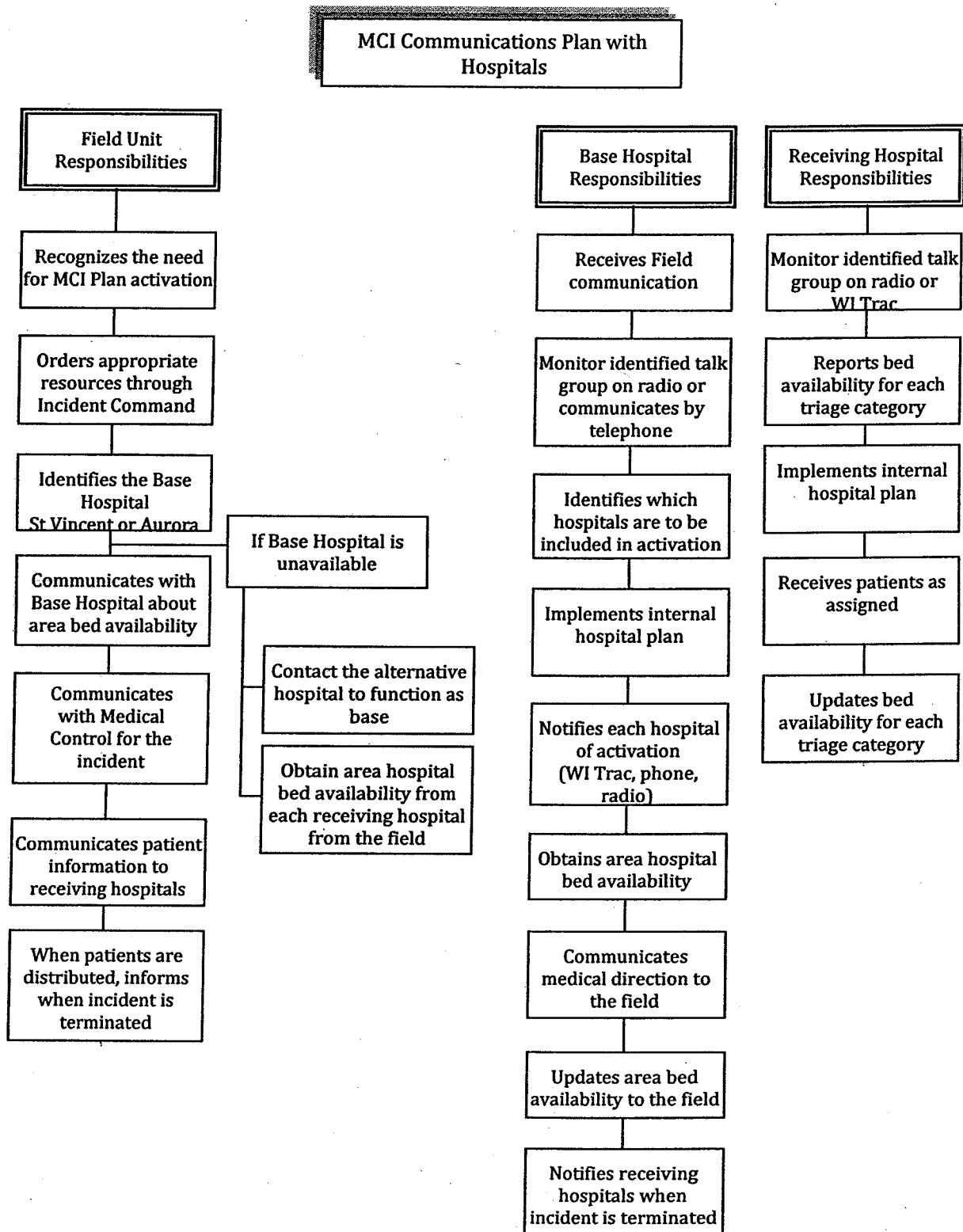
**Motion made by Chair VerVaeren and seconded by Larry Ullmer to adjourn at 2:36 p.m. MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,

Lisa Alexander  
Recording Secretary

# Mass Casualty Incidents

## OPERATIONAL COMMUNICATION PLAN



Brown County EMS Council Members  
XXXX

October 21, 2009

Dear XXX,

The purpose of this letter is to clarify the hospital destination policy currently being utilized by EMS agencies in Brown County. The purpose of this protocol is to ensure the safe transport of patients to an appropriate level of medical care, while maintaining appropriate EMS coverage of the jurisdictions served by each agency within Brown County. We understand that patients often have preferred facilities through which they obtain their care and we believe that EMS should honor these preferences when possible, provided the patient condition allows and the system has adequate coverage to allow the unit to be out of service for the required time. The concern is that transporting patients out of Brown County entails increased out of service times which negatively impacts our ability to respond to other patients requiring services during this out of service time.

The current protocol states: "The patient should be transported to the area hospital with an emergency department of the patient's choice. In the event the patient is unconscious, the family's wishes should be respected. If questioned about available institutions, all four available hospital emergency departments in Brown County should be offered. If the patient has no preference, they should be transported to the closest emergency department."

The term area means one of the four facilities in Brown County, unless transport to a facility outside of Brown County can be accomplished in a similar out of service time frame. This situation may occur in the fringes of the county where transport to a facility in Oconto, Manitowoc or Outagamie Counties may be equal to the time required to transport to a facility within Brown County .

It is the opinion of the services, their medical director and the EMS council that transport to more distant facilities which would require that a unit be out of service for a prolonged period of time and would put an undue strain on remaining resources covering the geographic area usually served by the responding EMS agency. Any patient requesting transport to a more distant facility will be offered transport to the Brown County facility of their choice and advised that they can work with the hospital staff to arrange an appropriate inter-facility transport once any emergent medical conditions have been identified and treatment initiated. We regret any inconvenience this may cause.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Ken Johnson, MD, MPH, FACEP  
Medical Director, Emergency Medical Services



# Brown County EMS Patient Worksheet

**Alerts:** Code  
Trauma  
STEMI  
CVA

**Name:** \_\_\_\_\_  
**D.O.B.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Physician:** \_\_\_\_\_

**Aurora 288-4068 or 4070** | **Bellin 433-6007** | **St. Mary's 498-1139 or 8842** | **St. Vincent's 433-0312 or 0347**

1. Unit#: A \_\_\_\_\_ ETA: \_\_\_\_\_ min. Age: \_\_\_\_\_ Gender: M, F Weight: \_\_\_\_\_ kg GCS: \_\_\_\_\_

2. Chief Complaint:

3. Signs & Symptoms:

4. Medical Hx:

5. Medications:

6. Allergies:

7. Vitals

Time/ By	/	/	/	/	/
LOC	A V P U	A V P U	A V P U	A V P U	A V P U
GCS					
Pulse					
Blood Pressure	/	/	/	/	/
Respirations					
SpO2/ETCO2	%	%	%	%	%
Lung Sounds					
Cardiac Rhythm					
Temperature					
Breathing Scale					
Pain Scale					

8. Procedures

Time	By	Procedure	Notes
		Immobilization	C-Collar, KED, Long board, CID
		IV Access	Angio: Location:
		Chem Bg	mg/dl
		EKG	Interpretation:

9. Medications

Time	By	Medication	Dosage/Route
		Oxygen	LPM/ Nasal Canula, Mask

# Brown County EMS Patient Worksheet

## Code Summary

[illegible]

## Vehicle Accident Supplement

<b>Mobile Type:</b> Car, Truck, Motorcycle, Bicycle, Other:
<b>Accident Type:</b> Head-On, Rear-End, Side Impact, Rollover, Unknown, Other:
<b>Vehicle Found:</b> Upright, Right Side, Left Side, On-Top, Unknown, Other:
<b>Pt. Position In Vehicle:</b> Driver, Front Passenger, Rear Passenger, Unknown, Other:
<b>Safety Equipment:</b> None, Seatbelt, Airbag Deployed, Child Safety Seat, Helmet, Unknown
<b>Pt. Ejected?</b> No, Totally Ejected, Partially Ejected, Unknown
<b>Extrication Time:</b> Minutes

**Additional Notes:** \_\_\_\_\_

**Call Location:** \_\_\_\_\_

**Personnel on Call:** \_\_\_\_\_

**Medical control orders:** \_\_\_\_\_ **Room#** \_\_\_\_\_

**Emergency Dept. Physician:** \_\_\_\_\_

## Glasgow Coma Scale

<b>Eye Opening:</b> Spontaneous 4, Voice 3, Pain 2, None 1
<b>Verbal Response:</b> Oriented 5, Confused 4, Inappropriate words 3, Incomprehensible words 2, None 1
<b>Motor Response:</b> Follows commands 6, Localizes 5, Withdraws 4, Flexion posturing 3, Extension posturing 2, None 1

## **Brown County EMS Protocols**

### **Medical Control Communications**

There are three modalities of EMS to hospital communication:

**1. Cellular Phone**

Aurora Bay Care Medical Center	288-4070
	288-4068
Bellin Hospital	433-6007
St. Vincent Hospital Emergency Department	433-0312
	433-0347
	433-0459
St. Mary's Hospital Emergency Department	498-8842
	498-1139

**2. UHF Frequency**

Aurora Bay Care Medical Center	- Med Channel 6
Bellin Hospital	- Med Channel 6 or 7
St. Vincent Hospital Emergency Department	- Med Channel 7
St. Mary's Hospital Emergency Department	- Med Channel 8

**3. VHF Frequency of 155.340**

Initial medical control contact should be made as follows:

- **Basic Life Support:** Report to medical control on all BLS calls on cellular phone or VHF frequency of 155.340.
- **Advanced Life Support:** Report to medical control on all ALS calls with either a cellular phone or UHF Med Channel 6, 7 or 8. If cellular phone is utilized, the speaker phone may be used during EMS reporting and but should then be taken off speaker phone for two-way communication.

In the event radio or telephone communication is impossible to achieve, a paramedic unit may initiate life-saving medical care as under the heading Standard Orders - Emergency Situations.

## Brown County EMS Protocols

### Preferred Radio Reporting Format

**Basic Life Support:** Identify EMS unit and that you are on a "BLS Call". If the responding unit is a BLS unit, but the patient has symptoms that suggest the need for ALS care, this should be stated and either a request be made for ALS intercept or state that such has already been requested. The following information should then be reported:

- 1) Age and sex of the patient
- 2) Chief complaint
- 3) Brief history of present illness or mechanism of injury
- 4) Level of consciousness
- 5) Vital signs, including pulse, blood pressure and respirations
- 6) Pulse oximetry and/or blood glucose reading if appropriate and available
- 7) Any therapeutic measures performed.

**Advanced Life Support:** Identify EMS Unit and state "ALS call". For all major or potential major trauma patients contact medical control as early as allowed by patient condition and relay a brief report, including patient age, sex, mechanism of injury, current vital signs to allow for early activation of the trauma system. A complete report should follow when the management of the patient allows. The following should be reported on all ALS calls:

- 1) Age and sex of the patient
- 2) Chief complaint
- 3) Brief history of present illness and/or mechanism of injury
- 4) Level of consciousness, including GCS if appropriate
- 5) Vital signs, including pulse, blood pressure and respirations
- 6) Pulse oximetry and/or blood glucose reading if appropriate and available
- 7) Presence or absence of IV access
- 8) Type of immobilization, if appropriate
- 9) Physical Exam
  - a. Pupillary size and response
  - b. Respiratory Distress
  - c. Lung Sounds
  - d. Skin Condition
  - e. JVD
  - f. Pedal Edema
  - g. Pain Scale
- 10) Relevant past medical history
- 11) Medications
- 12) Allergies
- 13) 12 lead EKG findings if appropriate
- 14) Any therapeutic measures performed.

# **PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE**

## **BOARD OF DIRECTORS**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on September 17, 2009, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Jeff Roemer, Nicklaus Craig, Larry Mours, Tom Vandenack, Rick Davidson, Glenn Deviley, Brad Muller, Larry Wilson, Mark Wallace, Robert Kiser, Ed Janke, Don Phillips, John Gossage

Excused: Jim Arts, Greg Urban, Dennis Kocken

Absent: Derek Beiderwieden, Eric Dunning, Kevin Tielens, Jim Nickel, Kevin Heimerl, John Zakowski

### Item #1. Adoption of Agenda.

The agenda was adopted.

### Item #2. Approve Minutes of Meeting of May 21, 2009.

The minutes of the previous meeting were approved.

### Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit was called out 12 times since the last meeting.

05-30-09	3480 Bay Highlands Dr., Green Bay (residence/accidental)
05-31-09	1429 N. Irwin Ave., Green Bay (duplex/arson)
06-02-09	2337 Townhall Rd., Bellevue (residence/undetermined)
06-03-09	1322 S. Broadway, Green Bay (2-family/accidental)
06-05-09	1217 St. Agnes Dr., Green Bay (residence/fatal/accidental)
06-25-09	3334 Walter Way, Green Bay (multi-family/accidental)
07-03-09	1337 S. Taylor St., Green Bay (multi-family/arson/under investigation)
07-11-09	1024 Harvey St., Green Bay (duplex/undetermined)
08-07-09	1623 Lynwood Ln., Bellevue (residence/arson)
08-29-09	1016 Eliza St., Green Bay (residence/fatal/accidental)
09-10-09	1032 Pine St., Green Bay (duplex/arson)
09-10-09	4335 De Pere Rd., Glenmore (residence/arson)

### Item #4. Report of General Membership President.

Muller reported that the last meeting was held on September 3, 2009, at Bellevue Fire Station #1. The task force was given an award at the spring IAAI conference for the investigation of the Mays

grocery store fire, which resulted in convictions. There was discussion on pager issues. The fall IAAI conference will be held November 6-8, 2009, in Rhinelander, focusing on heavy equipment fires. Election of officers was held. Muller was re-elected as president, Glenn Deviley was elected as vice-president, and Rick Davidson was re-elected as treasurer. Looking for different training ideas. Training entailed the fatal fire on Eliza Street and hybrid cars. The next meeting is scheduled for December 3, 2009, at the Brown County Sheriff's Department.

Item #5. Old Business.

A. Dispositions of Case Proceedings.

Zakowski was not present.

B. Status of County agreement with MABAS.

No new information to report.

C. Revisit approval of intern application for Christopher Brodbeck of the Suamico Fire Department.

Muller advised that Brodbeck does not meet the qualifications to become an intern. Motion made by Muller and seconded by Wallace to deny his application. **Motion carried.**

Item #6. New Business.

A. Election of Officers.

Motion was made by Muller and seconded by Wilson to re-elect Kiser as chairperson. **Motion carried.** Motion was made by Vandenack and seconded by Davidson to re-elect Mours as vice-chairperson. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

A. Update on Safety House (501C-3 Plan).

Muller reported that the safety house is now being stored at Van Rite Construction off Packerland Drive in Ashwaubenon at no charge. It was suggested sending the owner of the property a thank you letter.

Craig advised there were two referrals to Human Services. The electronic filing system has been completed.

FITF Board of Directors  
September 17, 2009  
Page 3 of 3

Item #8. Other Matters.

The fire investigation van is currently disabled with steering problems. Kiser stated he received a memo from Cullen Peltier, the Brown County Emergency Management director, who informed him that the Oneida Tribe may have a vehicle or two they are not using that could meet our needs. Muller will check out the vehicles. It was brought up that Suamico has one for sale. Motion made by Vandennack and seconded by Davidson to start seeking replacement of a response vehicle.  
**Motion carried.**

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, November 12, 2009, at 9:00 a.m., at the Allouez Fire Department.

Item #10. Adjourn.

Motion was made by Vandennack and seconded by Mours to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary

# PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

## GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on September 3, 2009, at 7:00 p.m., at Bellevue Fire Station #1, 3100 Eaton Rd., Green Bay, WI.

Present: Dan Kerkhoff, Tom Hendricks, Rick Davidson, Dave Bielinski, Dave Seidl, Brent DuBois, Brad Neville, Kyle Lauf, John Schweitzer, Greg Steenbock, Doug Peters, Joe Gabe, Larry Wilson, Glenn Deviley, Terry Rottier, Eric Johnson, Brad Muller, Lance Catalano

Item #1. Adoption of Agenda.

Motion was made by Kerkhoff and seconded by Hendricks to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Deviley and seconded by Gabe to approve the minutes of the last meeting. **Motion carried.**

Item #3. Report of Task Force Activities.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

05-30-09 3480 Bay Highlands Dr., Green Bay (residence/accidental)  
05-31-09 1429 N. Irwin Ave., Green Bay (duplex/arson)  
06-02-09 2337 Townhall Rd., Bellevue (residence/undetermined)  
06-03-09 1322 S. Broadway, Green Bay (2-family/accidental)  
06-05-09 1217 St. Agnes Dr., Green Bay (residence/fatal/accidental)  
06-25-09 3334 Walter Way, Green Bay (multi-family/accidental)  
07-03-09 1337 S. Taylor St., Green Bay (multi-family/arson/under investigation)  
07-11-09 1024 Harvey St., Green Bay (duplex/undetermined)  
08-07-09 1623 Lynwood Ln., Bellevue (residence/arson)  
08-29-09 1016 Eliza St., Green Bay (residence/fatal/accidental)

Item #4. Information from Board of Directors Meeting.

The next meeting is September 17, 2009.



Item #5. Old Business.

Catalano reported that Jimmy Knight appealed his conviction in which he was sentenced to 8 years. He got a new trial and was sentenced this time to 9-1/2 years.

Item #6. New Business.

A. Election of Officers.

Steenbock and Kerkhoff nominated Muller for president. Motion was made by Kerkhoff and seconded by Gabe to unanimously re-elect Muller as president. **Motion carried.**

Kerkhoff nominated Johnson for vice-president. Johnson and Steenbock nominated Deviley for vice-president. A ballot vote was held and Deviley was elected as vice-president.

Deviley and Wilson nominated Davidson for treasurer. Motion was made by Hendricks and seconded by Wilson to unanimously re-elect Davidson as treasurer. **Motion carried.**

Muller reported that at the spring IAAI conference the task force received an award for the investigation of the May's grocery store fire. The fire safety house is now being stored in Ashwaubenon at a warehouse off Packerland Drive owned by Rusty Van Rite. The fall IAAI conference is November 6-8, 2009, in Rhinelander. Get training ideas to Johnson and any new equipment ideas to Muller.

Item #7. Juvenile Firesetter Business.

Gabe reported that there were seven JFS cases in last month. There will be classes at fire inspectors conference in November.

Seidl reported on collecting donations for safety house. He and Nick Craig are looking at past donator list to request donations from them again. We should ask them every year as well as the fire departments. Need bigger truck to pull the safety house.

It was reported that Craig went to Dallas and looked at a safety town, which is a great model for fire safety. One is being built in downtown Green Bay.

Item #8. Other Matters.

No other matters were discussed.

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Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting is set for Thursday, December 3, 2009, at 7:00 p.m., at the Brown County Sheriff's Department, 300 E. Walnut St., Green Bay, WI.

Item #10. Training.

Training was on the Eliza Street fire and car fires.

Respectfully submitted,

Marsha Laurent  
Recording Secretary

## **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, October 26, 2009, at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kyle Hoops, Kathy Johnson, Robert Jossie, Kevin Kuehn, Kramer Rock, Pat Wetzel,  
Adam Warpinski

ALSO

PRESENT: Gene Umberger, Jill Champeau, Becky McKee

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### 1. CALL MEETING TO ORDER

Chairman Kevin Kuehn called the meeting to order at 4:30 p.m. Two new board members were introduced, Kyle Hoops and Robert Jossie.

### 2. APPROVE/MODIFY AGENDA

**Motion made by Kathy Johnson and seconded by Pat Wetzel to approve the agenda. Vote taken.  
MOTION APPROVED UNANIMOUSLY.**

### 3. APPROVE/MODIFY MINUTES OF JUNE 22, 2009

**Motion made by Kathy Johnson and seconded by Kyle Hoops to approve the minutes. Vote taken.  
MOTION APPROVED UNANIMOUSLY.**

### 4. UPDATE ON 2010 BUDGET

Each year county department heads submit departmental budgets at or below a target levy set by the County Executive and the budget team. They then review it together at individual meetings in August. Gene said this year's budget process was extremely difficult. Several cuts were made (including a proposed staff furlough) in order to meet the target levy. In September, Administration contacted Gene and other department heads to give them new target levies to meet. The Museum was faced with a huge portion (upwards of \$60,000) of additional money that had to be cut to meet this new levy target. Additionally, they informed him that the proposed furlough would not be accepted. Kevin Kuehn asked why there was such a shortfall and why some departments were given new levy targets. It was explained to Gene that the County Executive was still \$1 million short of where he wanted to be when he proposes his budget to the County Board of Supervisors. Kathy Johnson indicated that she thinks a large part of it has to do with the huge decline of interest-bearing revenue on the county's investments.

In order to meet the new target levy limit, Gene decided to make the following cuts:

- Deleted a Recorder position (was funded half-time).
- Reduced the Clerk-Typist II position from a 1.0 FTE (37.5 hours/week) to a 0.64 FTE (24 hours/week).
- Adjusted security hours so that only two guards are on duty each day—essentially one security position was eliminated.
- Close the Museum on Thursday evenings—free time will be moved from Thursday to Wednesday night.
- Close the Museum on Memorial Day and Labor Day.

Gene said that remaining staff will have to cover for the areas where cuts are being made. The 2009 Amended Budget is \$1,302,357 and the 2010 Proposed Budget is \$1,298,999, a decrease of 0.28%. This budget will go before the County Board of Supervisors on November 9.

Kathy Johnson said that she is always disappointed when we have to decrease services, hours, and positions. She likes to try to look at the flipside to examine ways we could counteract some of these issues. She understands that everyone has difficult choices to make and finds this discouraging. Kevin mentioned that the Foundation is trying some different ways of fundraising, such as a membership drive. Since July, the Foundation has recruited 44 new members, averaging three new members a week. Most of the new members come from the admissions desk, because now they ask visitors if they are interested in becoming members. Gene mentioned that this is a trade off, because members do not pay admission, but it does give us a broader base of support. Becky McKee, President of the NPM Foundation, informed the group that the Foundation board is working on a campaign, which is slow-going. The Foundation is looking at cuts also. Becky mentioned that they have developed a nice relationship with ADA, an organization consisting of five local wineries. They are in the process of developing an annual wine/jazz festival, to be held in the Museum parking lot on the Saturday of Father's Day weekend. Upper-end food vendors will be involved, wine will be served, and top jazz musicians will provide entertainment. Becky hopes that this will also help to serve as a public relations opportunity to make people realize that the Museum is an important cornerstone in this community. The Foundation will make 25% of the profits from this event.

**Motion made by Adam Warpinski, and seconded by Pat Wetzel, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.**

5. DIRECTOR'S REPORT

Gene highlighted some areas from his July–September report, which he distributed along with some recent publications pertaining to the Museum.

- Gene interviewed with Stephanie Klett from *Discover Wisconsin* about the Packers video theater, as well as the permanent exhibit. The final program will come out in May.
- Starting in November, Tony Rajer, an art conservator, will be in Studio 210 cleaning two paintings acquired by the Green Bay and De Pere Antiquarian Society. The public will be able to observe and talk with Mr. Rajer at various times during the month of November. On Sunday, November 14 at 2:00 p.m., he will give a presentation about this project and talk about the recently discovered DaVinci drawing that is causing such a sensation in the art world. The public is invited to attend.

Becky McKee reported on the following on behalf of the Neville Public Museum Foundation:

- Last summer we started sending out a monthly e-newsletter, and now about 3,000 people are receiving it.
- We recently held three tea parties, in conjunction with the recent *Teapots: Object to Subject* exhibit. A total of 135 people attended the tea parties.
- Mary Sue Fenner and her graphics design class from NWTC are working on a new membership brochure.
- The Gift Shop will be open on weekends, as the Foundation has hired two part-time gift shop employees.
- Christmas on the Fox is scheduled for December 4. The new Children Only Gift Shop will be introduced. Children will be able to come in to shop for mom, dad, brother, sister, etc. and leave with a wrapped gift.
- The Holiday Memories Benefit is scheduled for December 8, from 6:00 to 9:00 p.m. Last year there were 80 people who participated and the goal is to have 100 people this year. Becky encouraged board members to participate in this benefit dinner and to remember to shop and support our gift shop for their Christmas shopping.

- The NPM Foundation has three new board members: Jim Rivett, Arketype, Inc., Brendan Bruss, PMI Entertainment Group, and Jerry Mader, The Business News. Becky is very excited and feels that they will bring a lot to the board.

**Motion made by Kathy Johnson, and seconded by Adam Warpinski, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.**

8. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

No matters were brought forward.

9. ADJOURNMENT

**Motion made by Adam Warpinski and seconded by Kathy Johnson to adjourn at 5:15 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,  
Jill Champeau

**Next Meeting**  
Monday—December 14, 2009  
4:30 p.m.

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 7, 2009**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Pat Kolarik	<u>Exc</u>
Keith Chambers	<u>X</u>	Andy Lundt	<u>Abs</u>
William Clancy	<u>Abs</u>	Patrick Moynihan, Jr.	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Ken Pabich	<u>Exc</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>Exc</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese *	<u>X</u>
Dotty Juengst	<u>X</u>	Vacant (Scott & Bellevue)	<u></u>

\* Burt McIntyre as alternate for Dave Wiese

**OTHERS PRESENT:** Chuck Lamine, Jon Motquin, Aaron Schuette, Lori Williams, Elaine Willman, Dennis Reim, Rob Ernest, Matt Heyroth, and Dave Kaster.

The meeting was called to order by N. Dantine at 6:30 p.m.

1. Approval of the minutes of the September 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Chambers, seconded by J. Vandersteen, to approve the minutes as presented. Motion carried unanimously.

2. Discussion and action regarding the preliminary plat of Cobblestone at Centennial Centre, a Planned Unit Development under Section 21.70 of the Brown County Subdivision Ordinance, located in the Village of Hobart – Centennial Centre, LLC, owner.

J. Motquin distributed a copy of the plat as it was inadvertently not included in their packets. He stated this plat is a planned unit development because of the decreased lot frontages on 39 of the 84 lots. The decreased lot frontages were done in order to increase density in this development. The Cobblestone at Centennial Centre plat is Lot 10 of the first plat in the Centennial Centre at Hobart development.

C. Lamine clarified that this is a state plat and not a county plat as written in a portion of the staff report. He stated tonight's action is required due to the reduced lot widths, which staff is comfortable with. BCPC staff does have some concerns with the connectivity of the subdivision but these concerns are areas that by court ruling, are a local (village) issue, and therefore, the county has no authority over. BCPC staff did meet with the village to express their concerns regarding connectivity and the village indicated they were satisfied with the subdivision as submitted.

M. Soletski stated he would like to hear any comments from Hobart.

A motion was made by P. Moynihan, seconded by B. Erickson, to suspend the rules to allow interested parties to speak. Motion carried unanimously.

Elaine Willman, Village of Hobart Director of Community Development, said that the Centennial Centre area is 3 percent of Hobart's land base. Hobart has an urgent need to increase their density and must find economic sustainability for the local government. Currently there are three people per acre in Hobart and this density level does not attract businesses. There are also several citizens that work in, near, or for Hobart who cannot currently afford to live in Hobart. This development, with the intentionally smaller lots, will accommodate smaller homes rather than the larger homes that Hobart is known for. There are many biking and walking trails throughout the whole Centennial Centre. The grid system was deliberately not used in this Cobblestone development because most of the roads are intentionally curvilinear in order to slow the traffic. There is only one access point into this plat in order to create a small cohesive neighborhood. Hobart must generate and develop commercial business to find an alternative revenue source as Hobart has lost a great deal of property tax to recent tribal acquisitions.

B. Erickson asked who the developer was.

E. Willman replied Jeff Marlow from Lexington Homes and this project is owned by Centennial Centre, LLC.

J. Botz asked what the residence size restrictions are on the 65 foot lots.

Dennis Reim, Robert E. Lee & Associates, replied that all the lots meet the 50 foot requirement of frontage on a public road. The minimum lot width at the building setback line is 65 feet.

Rob Ernest, Lexington Homes, said the restrictive covenants have not been written yet to address the minimum residence size but it will be approximately 1,300 square feet.

B. McIntyre asked if the stormwater management system is located outside of this plat.

D. Reim replied the stormwater management for this subdivision is outside the boundaries of this subdivision. It is on lands that is owned and will be retained by Hobart. There are outlots in the southeast and southwest corners and also on land on the north side of the plat of Centennial Centre at Hobart that will be used for stormwater management. There will be a series of ponds that will be connected together and the general drainage of this development goes from north to south. All the stormwater management from this subdivision will drain to the perimeter of it.

N. Dantine stated that in the future it would be beneficial to see the whole development rather than just the individual planned unit development.

D. Reim displayed a map of the area and explained there will be mixed use residential, single-family residential, light commercial, and lands that will be reserved for parkway in the whole development.

M. Soletski stated that Brown County staff does review the stormwater management.

C. Lamine said that the village has its own stormwater management ordinance and Brown County staff relies on the local ordinance to address this. Brown County staff is supportive

of the development's concept and the only concern is the connectivity issue, which Brown County has no authority over.

J. Klasen asked if only one access point to this subdivision was acceptable to the police and fire departments.

E. Willman answered yes.

A motion was made by P. Moynihan, seconded by P. Blindauer, to return to regular order of business. Motion carried unanimously.

A motion was made by M. Soletski, seconded by J. Vandersteen, to approve the preliminary plat of Cobblestone at Centennial Centre, a Planned Unit Development under Section 21.70 of the Brown County Subdivision Ordinance, located in the Village of Hobart with the staff recommendations as shown in the staff report. Motion carried unanimously.

3. Wisconsin Working Lands Initiative update.

A. Schuette said the Wisconsin Working Lands Initiative is the next generation of the State's Farmland Preservation Program. This was signed into law through the 2010-2011 State budget. Farmers can receive tax credits for keeping lands that are zoned agricultural in a certified exclusive agriculture district and keeping the land in agricultural production. The person collecting the tax credit must earn at least \$6,000 in gross farm revenue in the past year or \$18,000 in the past three years.

N. Dantine asked if farmers that rent out their land would be eligible.

A. Schuette replied that he is trying to get an answer to this question from the Department of Agriculture, Trade and Consumer Protection (DATCP).

A. Schuette said there will be conversion fees for taking land out farmland preservation. The formula the State is using is three times the Department of Revenue Grade 1 cropland value. These conversion fees will be put into a State pot of money for the purchase of agricultural conservation easements. The local unit of government may add an additional charge onto this fee to recover the cost of administration of this program.

A. Schuette stated that in Brown County, the local unit of government will be responsible for administering this program because the zoning and building permit issuance is done at the local level. The current Brown County Farmland Preservation Plan, which was adopted in 1985, will expire on December 31, 2011. A new plan must be adopted prior to this date to continue availability of tax credits. The local exclusive agriculture zoning districts and maps will expire on December 31, 2012, and the local zoning ordinances and maps will need to be updated to be consistent with the County's Farmland Preservation Plan. Brown County will work with DATCP to develop a model exclusive agriculture zoning district for the local communities.

A. Schuette said Brown County and the local communities will have to work together to meet the timelines. Brown County intends to print out display parcel maps of each local municipality that wants to participate in this program and provide them to the municipality by December 1, 2009. Each municipality will have to indicate on the maps where their agricultural preservation areas are expected to be over the next 15 years and provide these maps to Brown County by July 1, 2010. Brown County will then identify any potential conflicts on local boundaries and will work with the communities to resolve any potential farmland preservation conflict areas. The new plan must then go through the County's adoption process and will include a public hearing and County Board approval.



The Brown County Comprehensive Plan's Future Land Use Map will also need to be amended to include the farmland preservation plan map.

A. Schuette informed the members that DATCP is sponsoring a workshop for townships on Wednesday, November 4 from 8:30-3:00 at the Apple Creek Inn.

C. Lamine stated that Brown County looks forward to working with the municipalities to get this update completed. He said this presentation will also be given at the next Brown County Towns Association meeting on October 22 at the Redwood Inn II in the Town of Ledgeview.

A motion was made by B. Erickson, seconded by M. Fleck, to receive and place on file the Wisconsin Working Lands Initiative update. Motion carried unanimously.

4. Lower Fox River and Green Bay Shoreline Redevelopment Plan update.

A. Schuette said \$30,000 in grant funds were awarded by the Wisconsin Coastal Management Program to restart this planning process which was initially started in 2006. This effort is a coordinated waterfront redevelopment plan that promotes economic development, environmental sustainability, and cultural opportunities. The study area includes the general shoreline areas of the cities of Green Bay and De Pere and also the villages of Ashwaubenon and Allouez. A steering committee has been formed and will meet to provide insight into this process and to provide background information related to their specific areas. Stakeholder interviews will be conducted with the private sector to gain their insight and to incorporate their plans into the overall plan for this area. The scheduled completion date for this update is June 2010.

C. Lamine told the members to let him know if they had any suggestions of stakeholders that should be interviewed.

A motion was made by P. Moynihan, seconded by M. Soletski, to receive and place on file the Lower Fox River and Green Bay Shoreline Redevelopment Plan update. Motion carried unanimously.

5. Director's report.

None.

6. Brown County Planning Commission staff updates on work activities during the month of September 2009.

A motion was made by B. Erickson, seconded by M. Fleck, to receive and place on file the staff updates on work activities. Motion carried unanimously.

7. Other matters.

None.

8. Adjourn.

A motion was made by J. Vandersteen, seconded by R. DeGrand, to adjourn. Motion carried unanimously. The meeting adjourned at 7:40 p.m.

:lsw